

**GUIDELINES FOR
CONTINUING EDUCATION ACTIVITY POINTS (CEAP)**

Intent: To enable certified professionals to receive their (re)certification credits from their involvement with Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management related organizations, activities, and training.

Requirements: CFCP Total of 80 points over a 2-year period.
CBCP Total of 80 points over a 2-year period.
MBCP Total of 80 points over a 2-year period.

CBCA Total of 80 points over a 2-year period.
CBCLA Total of 80 points over a 2-year period.

CEAP #	ACTIVITY	POINTS Per Event	POINTS Maximum Per Two Year Period
1.0	Affiliation with a National or International organization totally dedicated to Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management. Points for affiliation are earned yearly.	3 points each per organization each year	18 points
2.0	Affiliation with a National or International organization that includes Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management in its scope or activities. Points for affiliation are earned yearly.	2 points each per organization each year	12 points
3.0	Affiliation with a local or regional organization totally dedicated to Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management. Points for affiliation are earned yearly.	3 points each per organization each year	18 points
4.0	Attendance at regular meetings of organizations totally dedicated to Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management		
4.1	Meeting duration for every 2 hours:	2 points each	48 Points
5.0	Attendance at regular meetings of organizations that include Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management.		
5.1	Meeting duration of 4 or less hours:	1 point each	24 points
5.2	Meeting duration of 5-8 hours:	2 points each	24 points

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6.0	Attendance at conferences totally dedicated Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management		
6.1	Session duration by hours.	<u>1</u> point per hour attended	<u>64</u> points
7.0	Attendance at conferences, which include but are not dedicated to (a) Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management material, (b) Subjects related to the planner's work or position, such as, Management and/or auditing conferences.		
7.1	Session duration per hour:	<u>1</u> point per hour attended	<u>8</u> points
8.0	Extra points for attending an industry related conference which includes speaker sessions and/or workshops	<u>5</u> points each	<u>10</u> points
9.0	Speak/present at conferences, workshops, or seminars on the topics of Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management		
9.1	Internal company or other speaking opportunities:	<u>2</u> points each	<u>12</u> points
9.2	External speaking opportunities:	<u>6</u> points each	<u>30</u> points
10.0	Speak/present at conferences, workshops, or seminars on topics other than Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management		
10.1	Internal company or other speaking opportunities:	<u>1</u> point each	<u>6</u> points
10.2	External speaking opportunities:	<u>2</u> points each	<u>10</u> points
11.0	Editor of an internal newsletter totally dedicated to Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management Points for editing a newsletter are earned yearly.		
11.1	1 edition per year:	<u>1</u> point each per year	<u>2</u> points
12.0	Participation in the development and presentation of company-supported educational workshops or seminars		
12.1	Duration of Less than 1/2 day:	<u>1</u> point each	<u>4</u> points
12.2	Duration of 1/2 day:	<u>2</u> points each	<u>8</u> points

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12.3	Duration of 1 day:	<u>5</u> points each	<u>20</u> points
13.0	Write and publish a book totally dedicated to the topics of Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management		
13.1	Up to 100 pages:	<u>10</u> points each	<u>20</u> points
13.2	More than 100 pages:	<u>20</u> points each	<u>40</u> points
14.0	Write and publish a book chapter totally dedicated to the topics of Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management		
14.1	Up to 10 pages:	<u>2</u> points each	<u>8</u> points
14.2	More than 10 pages:	<u>6</u> points each	<u>12</u> points
15.0	Write and publish an article, create a video, or employ other media totally dedicated to the topics Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management. Copy submitted for verification.		
15.1	Internal magazines or newsletters:	<u>1</u> point per 1000 words	<u>10</u> points
15.1	External magazines or newsletters:	<u>2</u> points per 1000 words	<u>10</u> points
15.3	DRI International Quarterly News:	<u>3</u> points per 1000 words	<u>15</u> points
16.0	<Intentionally Left Blank>		
17.0	Develop material or do work for DRI International at request of DRI International office.	As assigned	<u>Unlimited</u>
18.0	Hold an elected / appointed position in an organization totally dedicated to Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management. Points for leading a DR/BC organization are earned yearly.		
18.1	National or International Organization:	<u>5</u> points each organization each year	<u>20</u> points
18.2	Regional Organization:	<u>4</u> points each organization each year	<u>16</u> points

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18.3	Local Organization:	<u>3</u> points each organization each year	<u>12</u> points
19.0	<i>Intentionally left blank.</i>		
20.0	Direct responsibility or direct participation for any activity related to planning, preparation, facilitating, or post-exercise reporting process of a corporate or organization-wide Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management exercise.		
20.1	For every two (2) hours exercise duration:	<u>1</u> point for each <u>2</u> hours of exercise activity	<u>60</u> points
21.0	Actively participate in an actual declared IT, corporate or organization-wide disaster response and execution of the company's BC Plan.		
21.1	For every one (1) hour of actual disaster response and/or recovery operations:	<u>1</u> point for each <u>1</u> hour of BC Plan execution	60 points
22.0	Submit written scope and analysis of sanitized disaster exercise scenario where you may or may not have been responsible for its conduct.	<u>15</u> points each	<u>60</u> points
23.0	Attend and complete college or university courses (for credit), professional development classes or seminars.		
23.1	Course duration by hours:	<u>4</u> points for each <u>1</u> hour of course	<u>80</u> points
24.0	Perform volunteer activities to assist other organizations (commercial, government, or non-profit) establish capabilities in Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management	<u>3</u> points each	<u>12</u> points
25.0	Teaching Audit, Disaster Recovery, Business Continuity, Crisis Management/Emergency Management and Risk Management related courses. For courses other than DRI International, submit outline of content, with verification of course presentation by client or supervisor letter.		

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25.1	Course duration of 1-4 hours:	<u>5</u> points each for every <u>4</u> hours.	Teaching Bus. Cont. or DR Related Courses: <u>80</u> points Per Recertifica- tion Cycle

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26.0	Attending or completing Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management related courses: <ul style="list-style-type: none"> - BC/DR national/international organization classes - BC/DR Vendor sponsored classes 		
26.1	Course attended (make one entry per course attended)	<u>1</u> point per hour attended	<u>60</u> points
26.2	Course attended by correspondence (make one entry per course attended)	<u>1</u> point per hour spent on course	<u>40</u> points
26.3	Webinar Training (Make one entry per webinar attended or attended as a presenter).	<u>1</u> point per hour attended	<u>20</u> points
27.0	Complete a risk analysis (Internal and or External), using one of the standard and accepted methodologies for a site, including a set of recommendations to improve asset protection.	<u>8</u> points each	<u>16</u> points
27.1	Include environmental, technical, and human threats to the company. Include prioritization of risks.	<u>3</u> points each	<u>6</u> points
27.2	Complete a Comprehensive Impact Threat Vulnerability Matrix.	<u>3</u> points each	<u>6</u> points
27.3	Perform as a valuable member of a Risk Assessment Team.	<u>2</u> points each	<u>4</u> points
28.0	Successfully install and implement controls (protecting corporate assets) developed through the completion of a Risk Assessment and / or Risk Analysis	<u>2</u> points each	<u>6</u> points
29.0	Complete a comprehensive Business Impact Analysis using a database tool, interview process, questionnaire, or workshop methodology	<u>8</u> points per event	<u>16</u> points
29.1	Provide a sterilized full BIA report displaying costs of losing business function over time and the prioritized business functions and / or IT applications.	<u>3</u> points per event	<u>6</u> points
29.2	Perform as a valuable member of a BIA Team.	<u>1</u> point per event	<u>2</u> points
29.3	Develop an internal or external BIA questionnaire.	<u>2</u> points per event	<u>4</u> points
29.4	Conduct BIA interviews and rate the results.	<u>2</u> points per event	<u>4</u> points

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30.0	Complete a Business Continuity Strategy, Internal or External, Business or Technology, using DRI International-accepted methodologies. Must include a report or presentation to your Organization.	<u>6</u> points per event	<u>12</u> points
30.1	Perform as a valuable member of a Business Continuity Plan of Record Team.	<u>2</u> points each	<u>4</u> points
30.2	Present a business continuity strategy via a written report or presentation.	<u>2</u> points per event	<u>4</u> points
30.3	Develop a matrix for scoring alternate site recovery options.	<u>2</u> points each	<u>4</u> points
30.4	Conduct Audit of Business Continuity Strategy	<u>2</u> points each	<u>4</u> points
31.0	Develop an Emergency Response Plan for an Internal or External Client. Present the emergency response plan via a written report or presentation to your organization .	<u>6</u> points each	<u>12</u> points
31.1	Perform as a valuable member of an Emergency Response Planning Team.	<u>2</u> points each	<u>6</u> points
31.2	Develop an Emergency Response Plan (ERP) and or strategy in a specific business function or segment.	<u>1</u> point per event	<u>6</u> points
31.3	Conduct Audit of Emergency Response Plan	<u>2</u> points each	<u>4</u> points
32.0	Develop a Business Continuity Plan for an organization or an internal or external client	<u>10</u> points per event	<u>20</u> points
32.1	Develop a Business Continuity Handbook for business units.	<u>5</u> points per event	<u>10</u> points
32.2	Develop instruction sheet for plan development.	<u>5</u> points per event	<u>10</u> points
32.3	Pandemic Preparedness	<u>5</u> points per event	<u>10</u> points
32.4	Conduct Audit of Business Continuity Plan	<u>2</u> points each	<u>4</u> points
33.0	Develop or create awareness and education classes on Business Continuity and or Disaster Recovery	<u>6</u> points per event	<u>12</u> points

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34.0	Develop a contingency plan maintenance schedule, including the identification of tools to be used for plan maintenance monitoring, a criterion for activities to assure the plan is complied with, an update process, and control functions. Follow through with this maintenance plan	<u>6</u> points per event	<u>12</u> points
34.1	Revise an existing Business Continuity Plan for either an internal or external organization.	<u>3</u> points per event	<u>18</u> points
34.2	Conduct an Audit of Plan Maintenance	<u>2</u> points each	<u>4</u> points
35.0	Develop a Public Relations and Crisis Communication plan, including comprehensive documentation for the Incident Management Team	<u>3</u> points per event	<u>18</u> points
35.1	Exercise or test a Public Relations and Crisis Communications Plan.	<u>3</u> points per event	<u>6</u> points
35.2	Organize an organization-wide Incident Management Team.	<u>3</u> points per event	<u>6</u> points
35.3	Develop and exercise corporate crisis media policies.	<u>3</u> points per event	<u>6</u> points
36.0	Coordinate public authority incident command using an Incident Command System. Develop a plan for interfacing with Public Authorities during incidents	<u>4</u> points per event	<u>16</u> points
36.1	Conduct an exercise that includes local authorities.	<u>3</u> points per event	<u>9</u> points
36.2	Conduct a corporate and or facility exercise involving local emergency services, media, etc.	<u>3</u> points per event	<u>6</u> points
37.0	Grading of Master's Level Examination.	<u>10</u> points per exam	<u>20</u> points
38.0	Subscribe to periodicals or electronic journals totally dedicated to Audit, Business Continuity, Crisis Management/Emergency Management, Disaster Recovery and Risk Management.	<u>1</u> point per periodical	<u>6</u> points